



North Dakota Department of Health HIPAA Policy

Policy Title:	Verification of Identity	
Policy Number:	P-025	Version: 1.0
Reference:	45 CFR 164.514(h); 45 CFR 164.510	
Applicability:	Department of Health	
Approved By:	Dr. Terry Dwelle, State Health Officer Arvy Smith, Deputy State Health Officer Darleen Bartz, HIPAA Coordinator, Privacy Officer	
Effective Date:	April 14, 2003	

Policy:

Prior to a permitted disclosure, the NDDoH will verify the identity of the person requesting the protected health information (PHI) and the authority of the person to have access to the PHI.

Exceptions:

If the identity and authority of the person requesting the PHI is known, the NDDoH may choose not to verify the identity and authority of the individual.

Procedure:

- Based on reasonable reliance, prior to disclosure of an individual's PHI, an NDDoH employee authorized to make the disclosure, must obtain any documentation, statements or representations from the person requesting the PHI. This information may include:
 - The identity of the individual requesting the PHI
 - Subpoenas, warrants, legal order, summons
 - Identification badges, other official credentials or other proof of government status
 - Appropriate government letterhead
 - Contract for services, memorandum of understanding or purchase order
 - Written statements of legal authority
 - Oral statements of legal authority if the individual's voice is known or recognized
 - If the individual's voice is not known or recognized, take the individual's phone number and return the telephone call or obtain the request in writing
 - Written statements by an Institutional Review Board or Privacy Board

Related Forms:

None

Definitions:

NDDoH – North Dakota Department of Health

Protected Health Information – Individually identifiable health information that is transmitted or maintained by electronic media or transmitted or maintained in any other form or medium

Individually Identifiable Health Information – Health information which includes demographic information that relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual and that identifies the individual or there is a reasonable basis to believe the information can be used to identify the individual

Electronic Media – Electronic storage media including memory devices in computers and any removable/transportable digital memory medium such as magnetic tape or skid, optical disk or digital memory card; or transmission media used to exchange information already in electronic storage media. Transmission media includes the internet, extranet, leased lines, dial-up lines, private networks and the physical movement of removable/transportable electronic storage media